

Bendigo Orienteers Inc.
Committee Meeting –Minutes
Monday 9th July, 7.30
RMCG, 135 Mollison Street, Bendigo.

1 Welcome and apologies

Acknowledgement of the Dja Dja Wurrung as traditional land owners –Andrew

Present: Andrew Wallace (chair), James Robertson, Nigel McGuckian, Jim Russell, Jen Ball (minutes), Lorraine Leversha, Julie Flynn, Terry Davidson, Peter Forbes, Matthew Schepisi.

Apologies: Alison Radford, Jacqui Knee.

2. Secretary's report (Jen)

- Sports Focus: newsletter forwarded to Committee members.
- Minutes of the meeting held on the 12th June were presented and approved (moved Julie, seconded Lorraine)

3. Treasurer's report (Lorraine)

- General ledger and balance sheet were presented and approved. (moved by Lorraine, seconded by Jen)

- Several of our members have been selected in the Victorian Secondary School team to travel to Renmark in South Australia. It was moved by Julie and seconded by Nigel that we support them with a gift of \$400 to go towards their expenses.

Action: Email parents to congratulate their son/ daughter or both and to request preferred payment option and bank details if required. Jen

4. Action list (Andrew)

- Julie has sent a letter of thanks to Peter and Dianne Searle, Peter Galvin and Peter Creely for their work in organising the purchase of the shed and sorting of equipment. A letter of thanks was also sent to Nigel who has hosted the trailer and equipment at his property for over 25 years.
- Julie has met with Colin Walker to produce a draft MOU document. It outlines responsibilities and agreements between Colin (Bendigo Woollen Mill) and the Bendigo Orienteers Inc regarding the housing of the shed and trailer at the property. The draft will be emailed to Committee members for feedback.
- Jim has purchased 3 sides for the tent as well as guttering. These are stored in the trailer. Terry will repair a hole in the old tent which will be housed at the shed.
- Peter Searle has compiled a list of equipment and has purchased more red and white bunting.
- Julie and Neil will purchase more pumps for the water containers as some are missing.
- Andrew is currently in talks with Colin re the procedure for members to access the shed and trailer especially out of business hours. He will then email members who usually tow the club trailer re-access code for the key safe.
- Julie has produced a second draft of the Child Safe Document following feedback.
- The number of people who have Eventor administrator rights has been reduced. It was moved by Nigel and seconded by Julie that the secretary (Jen Ball) be given Administrator rights.
- Julie has emailed Carl Dalheim requesting that he review the number of people with Eventor administrator rights at OV.
- Katherine and Andrew have put some instructions on Eventor for the pre-payment trial to make the arrangements clearer.
- Andrew has emailed has Bryan Keely asking if he would accept an offer of \$500 towards his expenses at the WOC.

- Neil and Louise are working on a tab on the Bendigo website for organising events. This is proving difficult at the moment as they are experiencing issues with the website. (see later in minutes)
- Andrew and Julie are preparing a document which lets all members know the policies. A group email will be sent to members who have been in the club long enough to bring the policies together. This will be published on the website when completed.
- Julie, Jacqui and Terry are collating resources for beginners.
- Nigel has produced a checklist of Dja Dja Wurrung MOU tasks required by BOI. This was presented at the meeting. It includes Acknowledgement of Dja Dja Wurrung, out of bounds areas, and links to cultural heritage fact sheets. Members will be provided with a copy of the reconciliation statement and its implications. Nigel will prepare an email for Andrew to send to all members regarding the MOU. Links to cultural heritage fact sheets will also be put on the website when possible.
- The trial of online payment has been completed. (see notes in item 7 of minutes)
- Andrew has spoken to Andrew and Jimmy Cameron about future events and MapRun. These discussions will be ongoing.
- Andrew will email members about accessing and using the storage shed.

5. Child Safe Standards (Julie)

- Julie has prepared a second draft document which she will send out to Committee members for feedback in order to be completed.
- It has been recommended that an orange high visibility vest be worn by the Newcomers Helper who also must have a WWC.
- It is also recommended that the organiser and assistant wear a high visibility vest of a different colour.
- The Newcomer helper should still be able to go out for a run themselves at about 1.30. It would be ideal if another person with a WWC could welcome the newcomers back from their run.

Action: Purchase orange high visibility vests with Bendigo Orienteers printed on them for the Newcomers helper to wear. Purchase green/yellow high visibility vests for the organiser and assistant to wear for ease of identification. Julie

6. End of financial year and AGM dates (Andrew)

- Andrew contacted Chelsea Mullavey (OV Treasurer) on 5th June to request advice on suitable dates for our EOFY and AGM. She told him that she would discuss with David Jaffe (OV President). We are waiting on a reply.
- It was recommended that we continue to use our long standing EOFY and AGM dates. These are 31st December for EOFY (financial year aligned to calendar year) and early February for the AGM at the Fowl and Fizz.

Action: Email David Jaffe with the proposal for our EOFY to be aligned to calendar year with our AGM in early February. Andrew.

7. Online payment trial (Lorraine)

- Lorraine reported that the trial for pre-entry payment for local events ran smoothly. It is easier than attempting credit card payments in the bush. Over 5 weeks an average of 15% of competitors accessed the pre-payment system on Eventor.

Motion: Keep the pre-payment via Eventor option until the end of the year. Moved by Nigel. Seconded by Julie. Passed.

8. Coaches in residence-Feb 2019 (Andrew)

- Andrew received an email from David Jaffe (OV President) on 17th June offering Bendigo Orienteers two elite British orienteers (Nathan Laswon and Joe Woodley) as coaches in residence during February 2019. The email contained suggestions for activities the coaches could be involved in such as events and training sessions.

He replied to David's email on the 1st July stating that we support the offer but have the following conditions:

- When required, permits must be obtained from the land manager e.g. DELWP, Parks Vic or CoGB Council and all the permit conditions must be followed. Planning for the activities needs to be conducted well in advance to allow sufficient time for permits to be obtained. If there is any uncertainty around whether a permit is required for the planned activity, the organisers must seek advice from the land manager.
- Bendigo Orienteers' MOU with the Dja Dja Wurrung must be followed.
- Other directives from the committee of Bendigo Orienteers must be followed e.g. regarding participant safety.
- At the committee meeting it was discussed that February is not an ideal time for us to have the coaches. If we take them up on their offer we would need to provide activities and billets.

Action: Reply to David Jaffe providing feedback from the Committee meeting. Andrew.

9. Loss of Bendigo Orienteers website functionality (Jim)

- Our website has not been working effectively since there was an upgrade of Eventor. The problem relates to a widget that allows the Bendigo Orienteers website to display information from Eventor.
Action: Contact Louise Hall and Craig Feuerherdt for a more detailed explanation of what we can do to fix the problem. Andrew.

10. Trailer Signage (Nigel)

- Our trailer is going to have a different graphic on each side. One side will have a Park and Street graphic. The other side will have the Bendigo orienteers Inc logo. On the back it will have "Orienteering all year round".
Action: Obtain the necessary graphics and contact Jacqui Naunton to put the signs on the trailer. Nigel

11. Further school fundraising events. (Andrew)

- The Committee agreed that the Eppalock Primary School fundraiser held at our Lyell forest event was a fantastic way to get families involved in orienteering. It worked well to have the fundraiser integrated into a local Saturday event.
- There has been discussion about the success of the event as well as feedback on how the event could be run more smoothly. Ideas included having two entry points and limiting SI sticks to one per group. SI sticks numbers could be allocated prior to the event. We need someone at the start to ensure that participants clear their sticks.
- Following the event participants need to be advised on how to access their results and how to obtain information about future events.
- Eppalock PS interested in an orienteering event for the school at Melvilles Caves 24/8 – Jacqui to provide further information on how Bendigo Orienteers can be involved.
- Terry offered to run a similar event at Guys Hill. This is a possibility for 2019.
- Following the success of this event we will look at inviting other schools.

Note: At 9.30 it was agreed to extend the meeting time with one more item on the agenda.

12. 2018 past event discussion (Jim)

- It was discussed that we need to allocate time to discuss planning and give reports on our events especially when we organise a big event such as the Middle Distance Championships held this year.
Motion: A standing item on our agenda will give the opportunity to discuss and give reports on events. Moved Nigel Seconded Julie. Passed.

Meeting closed at 9.45

Next meeting August 13th.

Bendigo Orienteers
ACTION LIST - Updated July 2018

New Items

Date Added	Item	Actioner
9 July 2018	Email parents to congratulate their son/ daughter or both on being selected in the Australian Schools Championships and to request preferred payment option and bank details if required.	Jen
9 July 2018	Purchase more pumps for the water containers.	Julie Neil
9 July 2018	Purchase orange high visibility vests with Bendigo Orienteers printed on them for the Newcomers helper to wear. Purchase green/yellow high visibility vests for the organiser and assistant to wear for ease of identification.	Julie
9 July 2018	Email David Jaffe with the proposal for our EOFY to be aligned to calendar year with our AGM in early February. Andrew.	Andrew
9 July 2018	Reply to David Jaffe providing feedback from the Committee meeting.	Andrew
9 July 2018	Contact Louise Hall and Craig Feuerherdt for a more detailed explanation of what we can do to fix the problem.	Andrew
9 July 2018	Obtain the necessary graphics and contact Jacqui Naunton to put the signs on the trailer.	Nigel

Current Items

Date added	Item	Actioner
12 Feb 2018	Create tab on the website for organising Bendigo events.	Neil/Louise
12 March 2018	Prepare a document that is published on the website to let all members know the policies. Andrew to send a group email to members who have been in the club long enough to bring to policies together	Andrew/Julie
12 March 2018	Collate resources for beginners	Jacqui
12 March 2018	Make sure the club follows the MOU with DDW and puts it into practice ie incorporate into event organising instructions.	Nigel McGuckian
14 May 2018	Write to OV to express concerns about training camps in February. Wait until after they have elected the new president and committee	Andrew/Julie
14 May 2018	Email members about accessing and using the storage shed.	Andrew
12 June 2018	Send a letter of thanks to Colin for allowing the club to place a shed and host the trailer at the Woollen Mills. Meet with Colin regarding a MOU covering the use of the area and shed.	Julie
12 June 2018	Email members who usually tow the clubs trailer re- access code for the key safe.	Andrew
12 June 2018	Email the Child Safe draft document to Committee members to read over the next month and prove feedback.	Julie

Completed items

Date added	Item	Actioner
9 April 2018	Trial pre-entry payment for local events through Eventor	Lorraine
14 May 2018	Talk to Andrew and Jimmy Cameron about future events and MapRun. (ongoing)	Andrew
12 June 2018	Send a letter of thanks to Peter and Dianne Searle, Peter Galvin and Peter Creely for their work in organising the purchase of the shed and sorting of equipment. Send a letter of thanks to Nigel who has hosted the trailer and equipment at his property for over 25 years.	Julie
12 June 2018	Purchase sides for the tents.	Jim
12 June 2018	Compile a list of equipment.	Peter S
12 June 2018	Purchase more red and white bunting.	Peter S
12 June 2018	Email Carl Dalheim requesting that he review the number of people with administrator rights at OV.	Julie
12 June 2018	Put some instructions on Eventor for the trial event to make the arrangements clearer.	Katherine
12 June 2018	Email Bryan asking if he would accept an offer of \$500 from the Bendigo Orienteers Inc.	Jen/Andrew
12 June 2018	Reduce the number of people who have administrator rights and ensure that they have a WWC.	Andrew